

Travel Itinerary Confirmation

Dear [Recipient's Name],

We are pleased to confirm your travel itinerary for your upcoming business trip to [Destination]. Below are the details of your travel arrangements:

Itinerary Details

- **Departure Date:** [Departure Date]
- **Departure Time:** [Departure Time]
- **Flight Number:** [Flight Number]
- **Arriving At:** [Arrival Date & Time]
- **Return Date:** [Return Date]
- **Return Flight Number:** [Return Flight Number]
- **Hotel Accommodation:** [Hotel Name, Address, Check-in & Check-out Dates]

Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

We wish you a successful trip!

Best regards,
[Your Name]
[Your Title]
[Your Company]